



**REQUEST FOR VISA/PASSPORT PROCESSING (Transmittal)**

This form is for Casto's use only, to advise us as to what service you are requesting, when you depart on your trip, and the address to which the documents should be sent. Please complete and include this form with your passport and/or Visa application and other required documents. **Please note – This is a transmittal form. This is not a Visa Application.**

DATE: \_\_\_\_\_

**FULL NAME ID APPLICANT(S) and issuing country of passport (if applicable):**

- 1. \_\_\_\_\_ US PASSPORT HOLDER? YES  NO
- 2. \_\_\_\_\_ US PASSPORT HOLDER? YES  NO
- 3. \_\_\_\_\_ US PASSPORT HOLDER? YES  NO
- 4. \_\_\_\_\_ US PASSPORT HOLDER? YES  NO

IF NOT A US PASSPORT HOLDER, WHICH COUNTRY? \_\_\_\_\_ Green Card? Yes  No   
 Other Status \_\_\_\_\_

**SERVICE REQUESTED:(Check applicable items)**

- New Issue US Passport  Renewal US Passport  Passport Amendment  Additional Passport Pages
- Applying for a Second Valid (limited) Passport

**VISA EXPEDITING: (List Countries)**

1. _____	3. _____
2. _____	4. _____

**BASIC CHECKLIST FOR OBTAINING VISAS** (Note: these are not specific visa requirements for any one country)

- Be sure passport has enough blank Visa pages for each Visa requested. Visas will not be affixed to an "Amendment" page. Extra pages may have to be added first before Visas can be issued.
- Some countries require your passport to have a minimum remaining validity of least 6 months as a visa and/or an entry requirement even if you do not need a Visa. PLEASE CHECK WITH US REGARDING YOUR DESTINATION, AS YOU MAY NEED TO RENEW YOUR PASSPORT FIRST BEFORE ANY VISAS CAN BE ISSUED.
- Your passport should be signed on the signature line above the vital information page usually above the inside cover of most US passports.
- To avoid any delays in processing, all Visa photos should be a standard 2"x2" color passport photo, with full face toward the camera and plain white to slightly off white background. No I.D. badge photos or ¾ view INS photos will be accepted.

DEPARTURE DATE FROM THE US: \_\_\_\_\_  
 LATEST DATE YOU WILL NEED THE PASSPORT BACK: \_\_\_\_\_  
 (Service charges will be billed according to this date)  
 RETURN COMPLETED DOCUMENTS TO:

Name:	_____	Company Name:	_____
Address:	_____	E-Mail:	_____
City/Zip Code:	_____	Company Contact:	_____
Telephone (H):	_____	Contact Telephone:	_____
Telephone (W):	_____	Fax:	_____

RETURN VIA:  FedEx Priority Overnight  FedEx Second Overnight  FedEx (Saturday)

FedEx Account # \_\_\_\_\_  Casto Local Courier Surcharge will apply

**PAYMENT:**

Personal Check or Money Order \$ \_\_\_\_\_ (Payable to Casto Travel, Inc.)

**CREDIT CARD PAYMENTS:**

Visa; MC; AMEX # \_\_\_\_\_ Expires \_\_\_\_\_

Card Holders Name \_\_\_\_\_

Card Holder's Signature (Required) \_\_\_\_\_

Casto Use Only	

Casto Travel Visa Passport and Consulting Services  
 2560 North First Street Suite 150 San Jose, CA 95131 (408) 553-44735 FAX (408) 296-0396 Email: [passport@casto.com](mailto:passport@casto.com)  
 Also Located at 500 Sansome Street Suite 601 San Francisco CA 94111 (408) 553-4735

DISCLAIMER: Casto Visa Passport and Consulting Services acts as a service agent only and is not liable for any negligent actions or omissions of any foreign consular office, it's embassy or the US Passport Agency, other government agencies and overnight delivery services. While we make every effort to ensure that the correct visas have been issued, it is the responsibility of the traveler to check that the visas obtained are valid for the period of intended stay in that country. Use of our services constitutes agreement to these terms. Thank you.

**Brazilian Consulate General**  
**300 Montgomery St. Suite 310**  
**San Francisco, CA 94104-**  
**Phone: (415) 981-8170 Fax: (415) 981-3628**

*The type of business visa to be issued will be dependent upon your activities to be undertaken while in Brazil as well as your job title /description and any previously issued Brazilian visas. This action is completely at the discretion of the consulate. NOTE: Visas are now valid from the date of issue rather than having to be used initially within 90 of issue to be considered valid.*

Yellow fever vaccinations are required for travelers who have visited in the past 90 days or will visit one of these countries before entering Brazil: Angola, Benin, Bolivia, Burkina, Cameroon, Colombia, Democratic Republic of Congo, Equator, French Guiana, Gabon, Gambia, Ghana, Guinea, Liberia, Nigeria, Peru, Sierra Leone, Sudan and Venezuela.

**IMPORTANT NOTICE: DUE TO THE RESTRICTED AMOUNT OF APPLICATIONS THAT THE CONSULATE ACCEPTS DAILY, APPOINTMENT SLOTS FILL UP VERY QUICKLY. WE STRONGLY ADVISE ALL APPLICANTS TO ALLOW 2-3 WEEKS FOR PROCESSING ANY BRAZIL VISA. NO RUSH SERVICE IS AVAILABLE.**

**TO ENSURE THE SOONEST POSSIBLE APPOINTMENT SLOT WITH THE CONSULATE, WE STRONGLY RECOMMEND COMPLETING YOUR ONLINE APPLICATION AND CONTACTING CASTO WITH YOUR PROTOCOL NUMBER (FAX OR EMAIL); EXPIRATION DATE AND YOUR NAME AS IT APPEARS ON YOUR PASSPORT. Email [passport@casto.com](mailto:passport@casto.com) or fax 408-984-7007. Thank you.**

#### **BUSINESS VISAS (VITEM II NON TECHNICAL VISA)**

- PASSPORT: Must have at least 6 months remaining validity.
- [APPLICATION FORM COMPLETED ONLINE, PRINTED OUT AND SIGNED](#). This link will take you to a Brazilian Government secure web site where you can create the application form. Once you have completed the questionnaire, print out the receipt and sign it and add your photo. The receipt with the photo glued on is your proof of application. At the Consulate, the receipt will be scanned to create your application form.
- 1 PHOTO: Must be a 2"x 2" passport type.
- LETTER (ORIGINAL) FROM THE USA COMPANY: Use company letterhead and give detailed explanation of purpose of trip, length of stay; name and address of contact; financial guarantee and length of employment with company. Included in this letter must be the phrase **"No technical assistance will be provided"**
- ADDITIONALLY, A LETTER FROM THE BRAZILIAN COMPANY **IN PORTUGUESE LANGUAGE** IS REQUIRED EXPLAINING THE DETAILS OF THE VISIT. (IF YOUR TRIP IS FOR MEETINGS OTHER THAN SALES AND MARKETING OR IF THE CONSULATE WANTS MORE CLARIFICATION ON YOUR ACTIVITIES IN BRAZIL) FAX OR SCANNED TO EMAIL IS OK. LETTER MUST BE SIGNED.
- COPY OF ROUNDTRIP ITINERARY OR E TICKET RECEIPT WITH APPLICANTS NAME AND FLIGHTS.
- PHOTOCOPY OF YOUR DRIVER'S LICENSE (ADDRESS MUST MATCH ADDRESS YOU INDICATE ON YOUR VISA APPLICATION) OR COPY OF RECENT UTILITY BILL. THIS TO SHOW THAT YOU RESIDE WITHIN THE JURISDICTION OF THE SAN FRANCISCO BRAZILIAN CONSULATE.
- CONSULAR FEE – PAYABLE BY US POSTAL MONEY ORDER ONLY
- Business Visa \$160\* TEMP II (\$140 reciprocal fee for US passports+\$20 Proxy Fee) = \$160

After all documentation is received by the Consulate, visa applications take at least **TEN working days** to be processed (excluding the day when applications are received by the Consulate). **Because of the new appointment system, we ask you to allow at least three weeks to process your visa. Appointment slots fill up very quickly, so it is best to forward to us your Protocol Number; Expiration Date; Birth date and you full name as it appears on your passport so we can hold the earliest possible appointment slot for your case.** Some visas (depending on the applicant's nationality or personal status) may require a longer processing time. If the Consulate is busier than usual, the processing time for visas may be extended. The Consulate does not have an expedite fee.

Bearers must enter Brazil no later than 90 days from the date the visa was issued. BUSINESS VISAS (TEMP II) MAY BE ISSUED UP TO 5 YEAR VALIDITY AT THE DISCRETION OF THE CONSULATE W/ MULTIPLE ENTRIES DEPENDING UPON THE LENGTH OF EMPLOYMENT OF THE APPLICANT AND THE NATURE OF BUSINESS. HOWEVER, THE APPLICANT MUST ENTER BRAZIL WITHIN 90 DAYS IN ORDER TO ACTIVATE THE VISA. IF THIS IS NOT DONE, THE VISA WILL NO LONGER BE VALID.

## **BUSINESS VISAS-Technical (VITEM V)**

- PASSPORT: Must have at least 6 months remaining validity.
- [APPLICATION FORM completed and signed](#). This link will take you to a Brazilian Government secure web site where you can create the application form. Once you have completed the questionnaire, print out the receipt and sign it and add your photo. The receipt with the photo glued on is your proof of application. At the Consulate, the receipt will be scanned to create your application form.
- 2 PHOTOS: Must be a 2"x 2" passport type.
- LETTER FROM COMPANY: Use letterhead and explain purpose of trip. Please include length of stay; name and address of contact; financial guarantee and length of employment with co.)
- POLICE CLEARANCE REPORT from your local Police Dept indicating no criminal record.

CONSULAR FEE - Technical Visa \$250 (30 day stay no extension possible; \$100+ 130 reciprocal fee for US Passports+\$20 Proxy Fee.

**ADDITIONALLY, YOU MUST RESIDE IN THE JURSDICTION OF THE BRAZILIAN CONSULATE IN SAN FRANCISCO WHICH INCLUDES NORTHERN CALIFORNIA AND THE STATES OF ALASKA, OREGON, AND WASHINGTON. IF NOT, YOU MUST APPLY THROUGH THE BRAZILIAN CONSULATE THAT HAS JURISDICTION OVER YOUR RESIDENTIAL AREA.**

TECHNICAL VISA PROCESSING MUST BE STARTED IN BRAZIL THROUGH THE MINISTRY OF LABOR. **THE CONSULATE GENERAL OF BRAZIL NO LONGER HAS THE AUTHORITY TO ISSUE SUCH VISAS WITHOUT PRIOR PERMISSION OF THE BRAZIL MINISTRY OF LABOR.** THIS PROCESS CAN TAKE AS LONG AS ONE MONTH. PLEASE CONTACT US FOR DETAILS OR VISIT [HTTP://WWW.BRAZILSF.ORG](http://www.brazilSF.org)

After all documentation is received by the Consulate, visa applications take at least **TEN working days** to be processed (excluding the day when applications are received by the Consulate). **Because of the new appointment system, we ask you to allow at least three weeks to process your visa. Appointment slots fill up very quickly, so it is best to forward to us your Protocol Number; Expiration Date; Birth date and you full name as it appears on your passport so we can hold the earliest possible appointment slot for your case.** Some visas (depending on the applicant's nationality or personal status) may require a longer processing time. If the Consulate is busier than usual, the processing time for visas may be extended. The Consulate does not have an expedite fee.

**Bearerers must enter Brazil no later than 90 days from the date the visa was issued.**

## **TAIWAN PASSPORT HOLDER LAISSEZ PASSER**

BUSINESS VISA - \$90 (VISA \$60, LAISSEZ-PASSER \$30) PLUS A \$10 PROXY FEE.

- 2 PHOTOS
- 1 VISA APPLICATION FORM COMP[LETED AND SIGNED
- 1 LAISSEZ PASSER APPLICATION FORM COMPLETED AND SIGNED
- VALID TAIWAN PASSPORT (MINIMUM 6 MONTHS REMAINING VALIDITY)
- BUSINESS LETTER FROM COMPANY AS OUTLINED ABOVE

### **NOTE:**

The Consulate has full authority to evaluate and request more documents than those submitted by the applicant. Please be informed that submitting the aforementioned documents does not guarantee automatic issuance of the visa

**Jurisdiction:** States of Oregon, Washington, Alaska and **in the state of California, the counties of** Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Ladera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benedito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskyou, Solano, Sonoma, Stanislaw, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuma.

**Brazilian Consular Offices in the US and their Jurisdictions**

### **Brazilian Consulate General in Boston**

The Stattler Building  
20 Park Plaza, suite 810  
Boston, MA 02116  
Phone: (617) 542-4000  
Fax: (617) 542-4318

E-mail: [cgbos@ma.ultranet.com](mailto:cgbos@ma.ultranet.com)

**Jurisdiction:** States of Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.

**Brazilian Consulate General in Chicago**

401 North Michigan Avenue, Suite 3050  
Chicago, IL 60611  
Phone: (312) 464-0244  
Fax: (312) 464-0299  
E-mail: [bras-cg@ix.netcom.com](mailto:bras-cg@ix.netcom.com)

**Jurisdiction:** States of Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wisconsin.

#### **Brazilian Consulate General in Hong Kong**

201 Dina House  
11 Duddell Street  
Central, Hong Kong  
Phone: (852) 525-7002/03  
Fax: (852) 521-8761  
E-mail: [cgbrahkg@hk.linkage.net](mailto:cgbrahkg@hk.linkage.net)  
Jurisdiction: Islands of Marianas, Marshall, and Micronesia.

#### **Brazilian Consulate General in Houston**

1700 West Loop South, suite 1450  
Houston, TX 77027  
Phones: (713) 961-3063/64/65  
(713) 961-0551 - Trade Bureau  
Fax: (713) 961-3070  
E-mail: [consbras@brazilhouston.org](mailto:consbras@brazilhouston.org)  
Jurisdiction: States of Arkansas, Colorado, Kansas, Louisiana, New Mexico, Oklahoma, and Texas.

#### **Brazilian Consulate General in Los Angeles**

8484 Wilshire Blvd., suites 730-711  
Beverly Hills, CA 90211  
Phone: (323) 651-2664  
Fax: (323) 651-1274  
E-mail: [consbrasla@earthlink.net](mailto:consbrasla@earthlink.net)  
**Jurisdiction:** States of Arizona, Hawaii, Idaho, Montana, Nevada, Utah, Wyoming, and **in California, the counties of** Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura.

#### **Brazilian Consulate General in Miami**

2601 S. Bayshore Drive, Suite 800  
Miami, FL 33133  
Phone: (305) 285-6200  
Fax: (305) 285-6229  
Fax on demand for information and forms: (305) 285-6259  
E-mail: [consbras@brazilmiami.org](mailto:consbras@brazilmiami.org)  
**Jurisdiction:** States of Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, and Tennessee. Puerto Rico, US Virgin Islands, and the Commonwealth of the Bahamas.

#### **Brazilian Consulate General in New York**

1185 Avenue of the Americas (Sixth Avenue), 21<sup>st</sup> Floor  
New York, NY 10036  
Phone: (917) 777-7777  
Fax: (212) 827-0225  
E-mail: [consulado@brazilny.org](mailto:consulado@brazilny.org)  
**Jurisdiction:** States of Connecticut, Delaware, New Jersey, New York, Pennsylvania and the Bermuda Islands.

#### **Brazilian Consulate General in San Francisco**

300 Montgomery Street, suite 900  
San Francisco, CA, 94104  
Phone: (415) 981-8170  
Fax: (415) 981-3628  
E-mail: [brazil@crl.com](mailto:brazil@crl.com)  
**Jurisdiction:** States of Oregon, Washington, Alaska and **in the state of California, the counties of** Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Ladera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benedito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuma.

#### **Brazilian Embassy in Washington, D.C.**

3006 Massachusetts Avenue N.W.  
Washington, D.C. 20008  
Phone: (202) 745-2837  
Fax: (202) 745-2827  
[Please click here for e-mail addresses](#)  
**Jurisdiction:** District of Columbia, states of Kentucky, Maryland, Ohio, Virginia, and West Virginia.

# Casto Travel, Inc.

## SAMPLE LETTER OF RESPONSIBILITY FOR BUSINESS VISAS

(Your Letterhead)

(Date)

Brazilian Consulate General  
300 Montgomery St. 9th floor  
San Francisco , CA 94104-

Attention: Visa Section

Dear Sir/Madam,

This letter is to confirm that Mr./Mrs./Miss. (full name), (state position with company, as well as length of employment), will be traveling to (city, country), for the purpose of (state specific nature of business). While in (city, country), his/her principal contact will be (name, address, phone and title). The arrival date in (country name) will be \_\_\_\_\_ and the departure date from (country name) will be \_\_\_\_\_. The length of stay will be (approximate length, date to date if known). While in (country), he / she will be staying at (name and address of hotel). **IF YOU ARE REQUESTING A MULTIPLE ENTRY VISA, PLEASE STATE REQUEST HERE. (actual granting may be at the discretion of the consulate and depends on type of passport, the reciprocal relationship between the two countries and / or the frequency of travel to that country.)**

( Your company name here) hereby guarantees sufficient funds for his/her stay, as well as, round-trip air transportation and full medical insurance coverage. Please issue the appropriate visa.

Sincerely,

(Name and Title of person **other than the applicant** who can take responsibility for the contents of this letter)